

GENERAL RECORDS SCHEDULE 8

Stores, Plant, and Cost Accounting Records

Specialized stores, plant, and cost accounting records are maintained by most agencies, particularly those with extensive plant and stock inventories. These records, which reflect the net monetary worth of an agency and its assets, are periodically reconciled with the supply data found in stock inventory records, but they do not include procurement papers. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) before applying these disposition instructions.

a. Stores Accounting. These records are maintained to provide personal accountability for the receipt and custody of materials and to document the monetary worth of such materials. Completed copies of material movement documents show custody, and stores accounting data are normally reviewed and consolidated by means of records and returns submitted to agency headquarters. There the information is used for procurement planning, budget, and other management purposes. These records do not include records reflecting the physical movements of material to and from storage points, although they may be involved in posting. Summary data on plant value are also available in pertinent ledger accounts.

b. Plant Accounting. These records document principal characteristics of each item of physical plant and equipment, including real property. They constitute primarily a type of inventory control, but in addition are a principal source of data on the capital investment in physical plant (as distinguished from maintenance or operating costs) and other items not normally represented in a store or stock inventory system. Summary data on plant value are also maintained.

c. Cost Accounting. These records are designed to show accumulated data on the costs of agency operation, the direct and indirect costs of production, administration, and performance of program functions of the agency. The data, which are normally accumulated by means of cost reports and statistics accumulated by operating personnel, are ultimately integrated into the accounts concerned with operating and program costs. Material cost information is collected by posting requisitions for material or procurement documents to intermediate records, and labor cost information is obtained by charging time expended on individual jobs and projects assigned control numbers for cost control purposes. Cost data are used in evaluating economy of agency operation and in preparing budget estimates.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by agencies in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic

mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

1. Plant, Cost, and Stores General Correspondence Files.

Correspondence files of units responsible for plant, cost, and stores accounting operations.

Destroy when 3 years old.

2. Stores Invoice Files.

Invoices or equivalent papers used for stores accounting purposes.

Destroy when 3 years old.

3. Stores Accounting Files.

Stores accounting returns and reports.

Destroy when 3 years old.

4. Stores Accounting Background Files.

Working files used in accumulating stores accounting data.

Destroy when 2 years old.

5. Plant Accounting Files. [See note after this item.]

Plant account cards and ledgers, other than those pertaining to structures.

Destroy 3 years after item is withdrawn from plant account.

[NOTE: Plant accounting cards and ledgers pertaining to structures are not disposable under the GRS. Agencies must submit a Standard Form (SF) 115 to NARA to schedule these records.]

6. Cost Accounting Reports.

- a. Copies in units receiving reports.

Destroy when 3 years old.

- b. Copies in reporting units and related work papers.

Destroy when 3 years old.

7. Cost Report Data Files.

Ledgers, forms, and electronic records used to accumulate data for use in cost reports.

- a. Ledgers and forms.

Destroy when 3 years old.

- b. Automated records.

(1) Detail cards.

Destroy when 6 months old.

(2) Summary cards.

Destroy when 6 months old.

(3) Tabulations.

Destroy when 1 year old.

8. Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.